



Arnold A. Schwarzenegger– Governor  
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

**DEPARTMENT OF REAL ESTATE**  
*Equal Opportunity Employer*  
*Job Opportunity*

**OFFICE ASSISTANT (TYPING)**  
**LOS ANGELES**  
*Permanent / Full Time*

The Department of Real Estate has an opening in its Los Angeles Enforcement Section for an Office Assistant (Typing). This position is permanent, full-time. The Department is located at 320 W. 4<sup>th</sup> Street, Suite 350, Los Angeles CA 90013-1105

**Duties of the position include:**

- Provide clerical support for the set-up and processing of all licensee complaints and rap license referrals.
- Review incoming complaints and determine the respondents. Review for prior complaints; check EIS for names, addresses, branch offices, DBA’s and other license information; set up files, enter information into EIS System and give to assigned Deputy Commissioners.
- Perform general office duties such as: typing, mail and document handling, filing and records management, document preparation and review.
- Respond to the public in the form of telephone calls, walk-ins and front counter duties regarding Licensing and Enforcement information.
- Open and distribute mail; operate various office machines and interact with vendor and courier services.
- Proofread legal transmittals and prepare packages for forwarding to Sacramento Legal and update tracking logs.

**Necessary qualifications:**

- Ability to interpret and communicate the laws, rules, policies and procedures of the DRE regarding the issuance and maintenance of a Real Estate license.
- Ability to answer, screen and transfer all incoming phone calls.
- Ability to keyboard and maintain accurate records.
- Communicate effectively, both orally and in writing, using good grammar, punctuation and spelling.
- Excellent attendance and interpersonal skills.
- Ability to work under pressure and within mandated timeframes.
- Ability to maintain and properly file records and maintain appropriate monetary records.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently or as part of a team.
- Excellent organizational skills and must be flexible.
- Good proofreading skills.
- **A valid typing certificate for 40 wpm is required; please attach a copy to your application or a typing test can be administered by the Department of Real Estate.**

**Desirable qualifications:**

- Personal computer experience using Word and Excel.
- Dependable and reliable.
- Excellent attendance.
- Knowledge of or familiarity with real estate licensing laws, rules, regulations, policies and procedures.

**Salary: Office Assistant (Typing)**  
Range A - \$2073 – 2520    Range B - \$2248 - 2733

**Who May Apply**

Current State employees at the Office Assistant level, those with list eligibility and those individuals who are transferable to the class. Priority consideration will be given to SROA/Surplus employees. Please indicate SROA /Surplus information on your state application.

**Submit Applications to:**

Linda Luna, Personnel Services  
Department of Real Estate  
P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0797 or CALNET 498-0797

**For information on the position contact:**

Deborah Jackson-Pickett, Office Services Supervisor III  
Los Angeles District Office  
(213) 576-6976 or CalNet 8-649-6976

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)  
**Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>**

**Final Filing Date: OPEN UNTIL FILLED**

Applications, whether filed in person or by mail, must be received no later than 5:00 pm on the above date.

**Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.**